

REGENCY®

CEILING FANS

• CEILING FAN OWNER'S MANUAL •



• ORBIT •

5/04

WARNING: Read and follow these instructions carefully and be mindful of all warnings shown throughout.

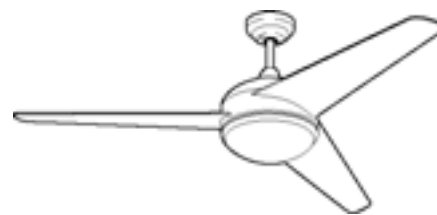
IMPORTANT SAFEGUARDS:

1. To ensure the success of the installation, be sure to read the instructions and review the diagrams thoroughly before beginning.
2. To avoid possible electric shock, be sure electricity is turned off at the main power box before wiring. All electrical connections must be made in accordance with local codes, ordinances and/or the National Electric Code. If you are unfamiliar with the methods of installing electrical wiring and products, secure the services of a qualified and licensed electrician as well as someone who can check the strength of the supportive ceiling members and make the proper installation(s) and connections.
3. Make sure that your installation site will not allow rotating fan blades to come in contact with any object. Blades should be at least 7 feet from floor when fan is operating.
4. If possible, mount ceiling fan on a ceiling joist - the joist must be able to support the motion and weight of the moving fan. If the fan will be mounted on a ceiling outlet box, a 4" x 2-1/8" deep METAL octagon box is required; one UL listed as "suitable for fan support". The box and its supporting members must be able to support the moving weight of the fan (at least 35 lbs.). The box must **not** be able to twist or work loose. DO NOT USE PLASTIC BOXES. Installation on a concrete ceiling should be performed by qualified personnel.
5. *Blades should be attached BEFORE motor housing is hung and in place. To protect its finish, fan motor housing should be kept in carton until ready to be installed. If you are installing more than one ceiling fan, make sure that you do not mix fan blade sets.
6. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box, and the hot wire to the other side.
7. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and should be installed per the light kit's installation instructions.
8. After fan is completely installed, check to make sure that all connections are secure to prevent fan from falling and/or causing damage or injury.
9. The fan can be made to work immediately after installation - the bearings are adequately charged with grease so that, under normal conditions, further lubrication should not be necessary.
10. The fan must be turned off and stopped before reversing fan direction.

IMPORTANT SAFETY PRECAUTIONS



*Thank you for choosing a Regency Ceiling Fan. You have chosen the best!
Your new ceiling fan will provide many years of service and enjoyment.*



WARNINGS:

- * Disconnect power by removing fuse or turning off circuit breaker before installing the fan and/or optional lighting.
- * To reduce the risk of fire, electrical shock, or personal injury, mount only to an outlet box marked "acceptable for fan support".
- * If you choose a wall control, use an appropriate speed control device designed for use with ceiling fans to reduce the risk of fire, electrical shock, or personal injury. **DO NOT USE A SIMPLE INCANDESCENT LIGHT DIMMER OR SOLID-STATE SPEED CONTROL DEVICE.**
- * To reduce the risk of personal injury, do not bend the blade brackets when installing them, balancing the blades or cleaning the fan. Do not insert any object(s) between rotating fan blades.

NOTE:

The important precautions, safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and carefullness are factors which cannot be built into this product. These factors must be supplied by the person(s) installing, caring for and operating the unit.

TOOLS AND MATERIALS REQUIRED

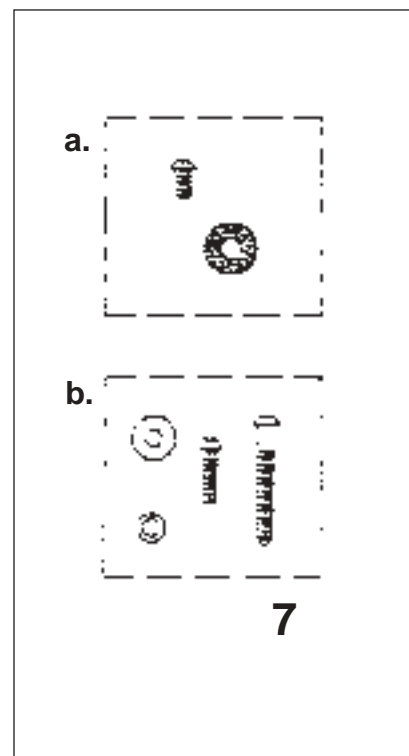
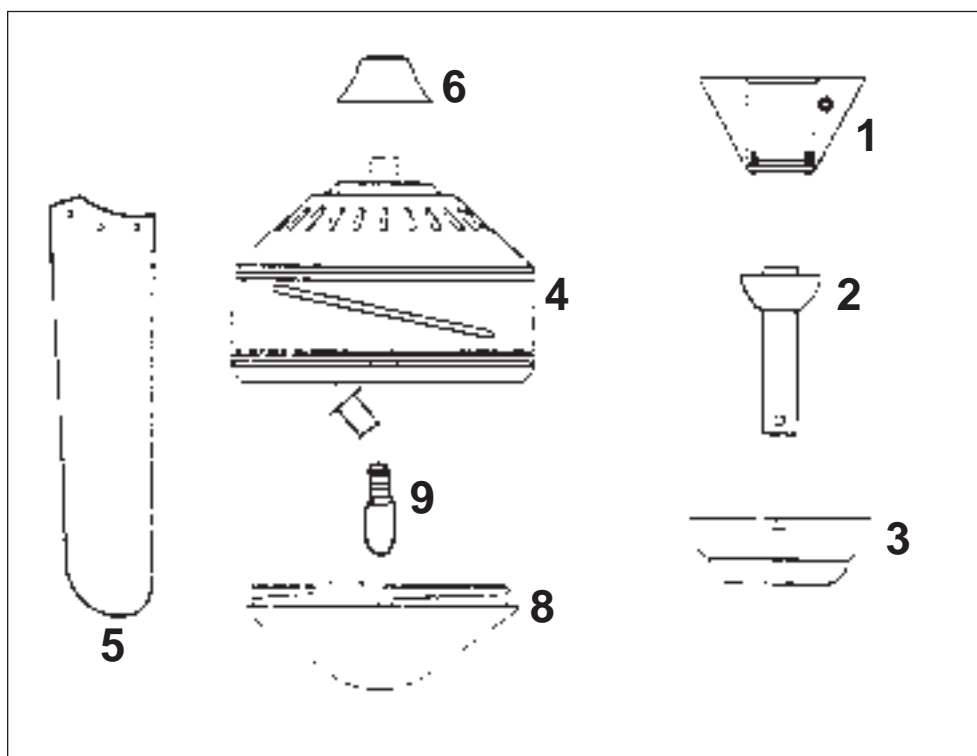


- Phillips screw driver
- Blade screw driver
- Wrench or pliers
- Step ladder
- Wire cutter
- Wiring supplies as required by electrical code



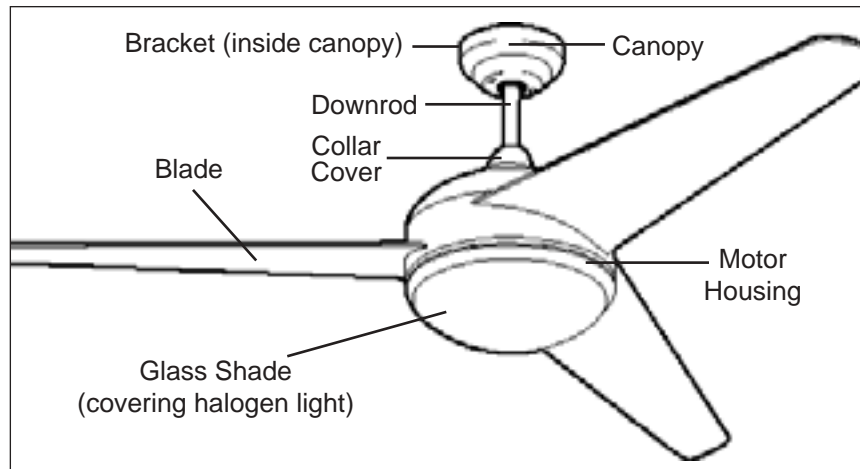
A. Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary, the fan should be returned in original packaging. Remove all parts and hardware. Do not lay motor housing on its side – the decorative housing may become bent or damaged.

B. Examine all parts. You should have the following:



1. Mounting bracket
2. Downrod/ball assembly
3. Ceiling canopy
4. Fan housing with motor and built-in light.
5. Set of blades
6. Collar cover w/reverse switch and wiring harness.
7. Parts pack containing
 - a. Blade attachment hardware (screws with washers for each blade)
 - b. Mounting bracket hardware (wire nuts, wood screws, outlet box screws/washers)
8. Glass shade
9. Halogen bulb (DO NOT TOUCH GLASS PART OF BULB WITH BARE FINGERS.)

Remote control transmitter and receiver is included. Fan can also be operated from wall mounted fan/light control instead of remote control if desired.



* Remote control receiver mounts inside bracket and canopy (if used).

PREPARATION:

Verify you have all parts before beginning the installation. Check foam insert closely for missing parts. Remove motor from packing. To avoid damage to finish, assemble motor on soft padded surface or use the original foam inset in motor box.

Do not lay fan on its side as this could result in shifting of motor in decorative enclosure.

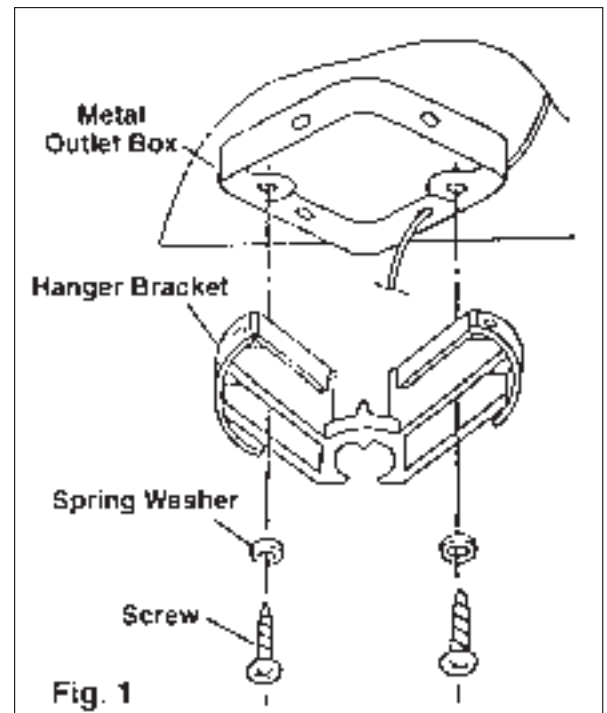
* NOTE: Unlike most ceiling fans, you must attach the blades BEFORE hanging the fan motor from the ceiling.

INSTALLING THE MOUNTING BRACKET:

Caution:

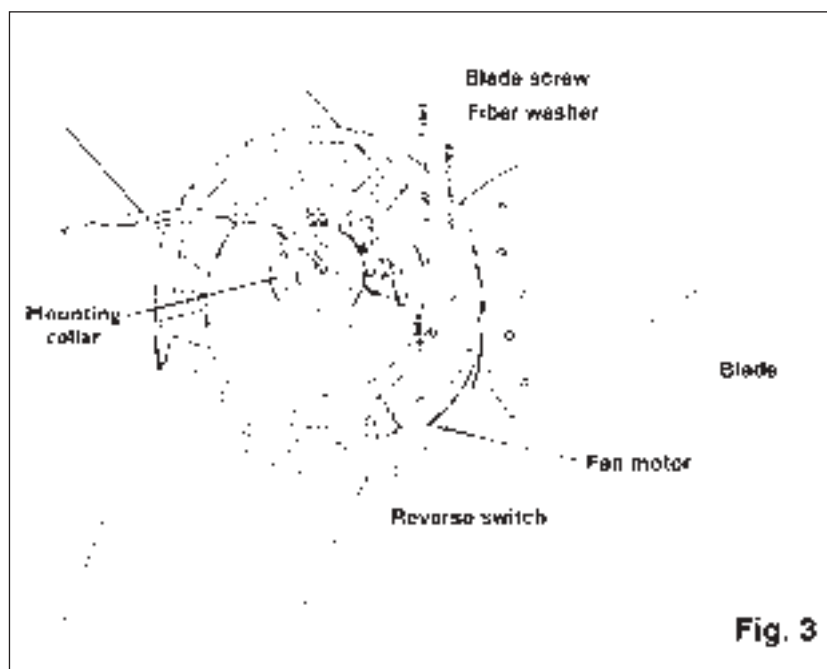
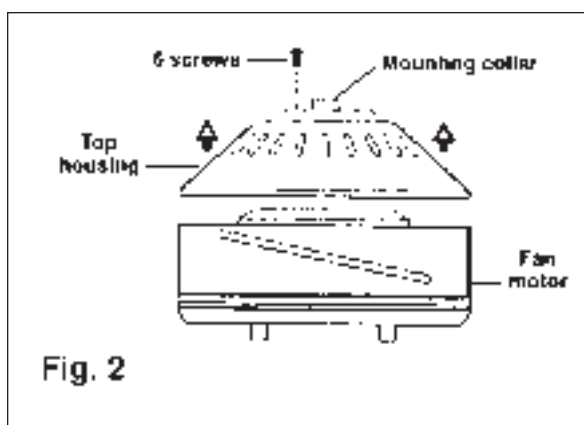
To avoid possible electrical shock, be sure electricity is turned off at the main power box before wiring. All wiring must be in accordance with National and Local Electrical Codes and the ceiling fan must be grounded as a precaution against possible electric shock.

1. Locate ceiling joist where fan is to be mounted, being sure location agrees with the requirements in the minimum clearance safeguards section of the guide. Wood joist must be sound and of adequate size to support a 35 lb. load.
2. If not already present, mount a UL listed outlet box marked "suitable for fan support" following the instructions provided with the outlet box. The outlet box must be able to support a minimum of 35 lbs.
3. Attach hanger bracket to outlet box using screws provided with the fan. (Fig. 1)



ATTACHING THE BLADES:

1. Remove fan's top housing (Fig. 2) by removing 6 screws holding it to the mounting collar. NOTE: 3 large screws, 3 small screws.
2. Insert blades through slots in side of fan motor and align with 5 holes. (If holes do not align, the blade is upside down.) Blades fit very snugly – be careful! (Fig. 3)
3. Start blade screw with fiber washer in each of the 5 holes. DO NOT TIGHTEN UNTIL ALL 5 ARE STARTED. Repeat for other blades.
4. Tighten all 15 blade screws evenly and securely to ensure quiet, wobble-free operation of your fan.
5. Replace top housing removed in step 1 above using 6 screws. NOTE: 3 small screws go into slotted holes, 3 large screws go into round holes. MAKE SURE REVERSING SWITCH IS ACCESSIBLE THROUGH SLOT IN TOP HOUSING. If it is not, rotate top housing $\frac{1}{3}$ turn so switch is accessible. CAUTION: Be careful not to bend top housing during this step. (Fig. 3)

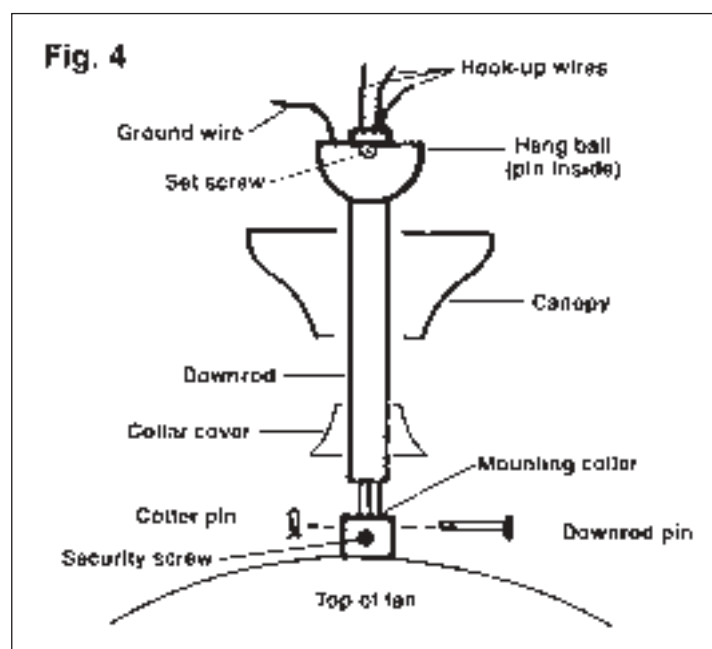


ATTACHING DOWNROD, CANOPY AND COLLAR COVER (FIG. 4):

1. Remove ball from downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball.
2. Feed the 3 wires from top of fan through either end of downrod and set end of downrod into mounting collar.
3. Insert downrod pin through holes in mounting collar and downrod; slip cotter pin through small hole in end of downrod pin to hold downrod pin in place.
4. Tighten security screws against downrod using a large flat blade screwdriver to ensure a tight fit against downrod.

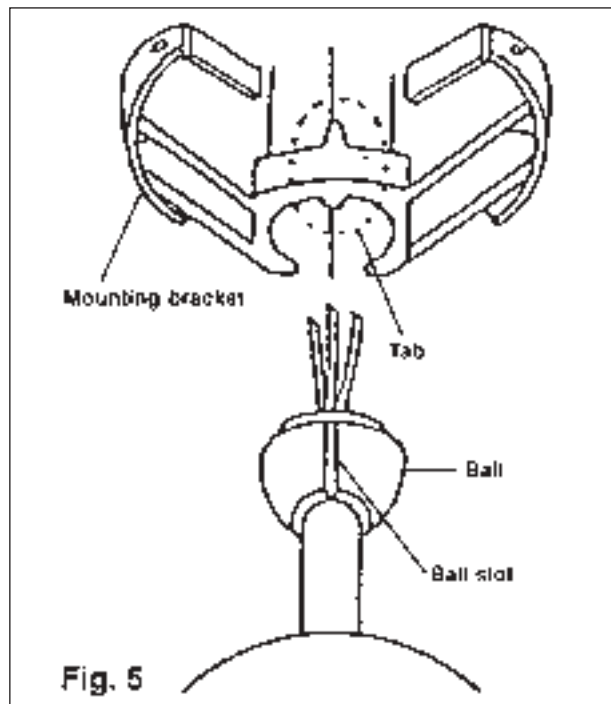
NOTE: Fan has 6 feet of hook-up wire in case you are using an extension downrod. Wires can be cut so only 8 inches or so extend beyond the top of the downrod to make the electrical connections easier and safer.

5. Feed wires through collar cover and slide collar cover over downrod to top of fan. Rubber grommet on collar cover will hold it in place.
6. Feed wires through canopy and slide canopy over downrod to lay on top of collar cover. It will be attached to ceiling later.
7. Feed wires through ball and slide ball over downrod, past hole in end of downrod. Insert ball pin (removed in Step 1), slide ball up and tighten ball's set screw to secure ball in place.



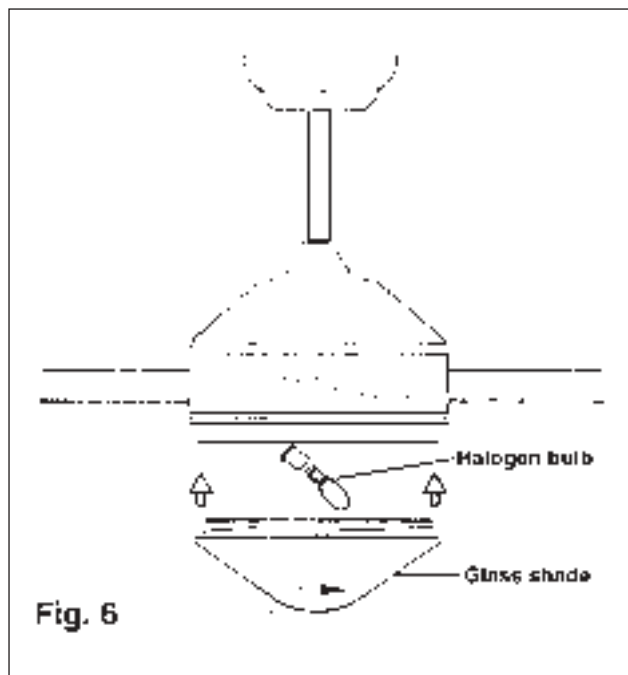
HANGING THE FAN:

1. Be sure your mounting bracket is secure. The entire weight of the fan will now be hanging from it.
2. Lift fan/downrod/ball assembly into mounting bracket opening. NOTE: The tab opposite mounting bracket opening should fit into slot on ball (Fig. 5).
3. Make wire connections, (refer to section titled “Electrical Connections”). Fan can be operated by a fan wall control OR by the supplied remote control.
4. Slide canopy up and fasten to mounting bracket with screws provided AFTER all electrical connections are complete.



INSTALLING LIGHT:

1. Screw bulb into socket by holding ceramic base or covering glass with tissue. CAUTION: DO NOT touch glass part of halogen bulb with bare fingers. The oils in your hands can cause a halogen bulb to break after it gets hot.
2. Screw glass shade into fan housing. Make sure glass is secure but not overly tight (Fig. 6).



ELECTRICAL CONNECTIONS: ★ Be sure electricity is turned off at the main power box before wiring.

1. Four wires are connected to the fan.

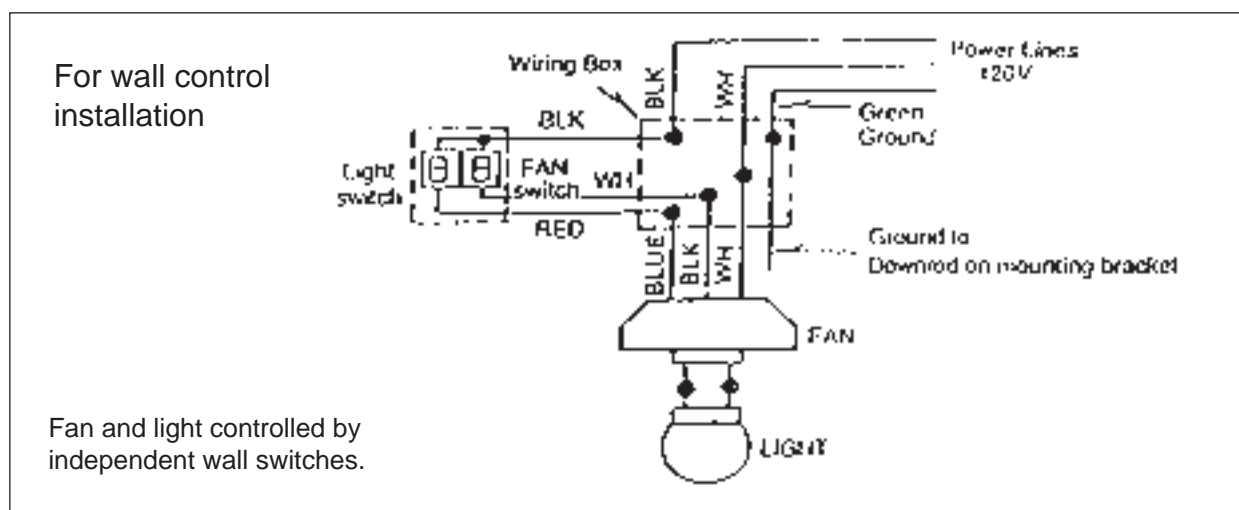
Black - this is the “hot” power to run fan, also referred to as “AC line” or “supply”.

White - this is the “common” power to run fan and light, also referred to as “AC neutral”.

Blue - this is the “hot” power for light kit.

Green - ground wire (attached to bracket).

2. For wall control (not included) installation, follow the wiring guide below. For remote control (included) installation, see following page for instructions.



★ A suitable “ceiling fan speed control” must be purchased separately from your ceiling fan dealer, one that will control both light and fan separately. Otherwise, follow the instruction on the following page to install the supplied wireless remote control.

GENERAL INFORMATION

This remote control is designed to separately control your ceiling fan speed and light brightness. There are four buttons (hi, medium, low, off) to control the fan speed and off. The light dimmer button will control the light brightness dimmer and off. The red indicator on the transmitter will light when the button is pressed.

INFORMATION AND OPERATING INSTRUCTIONS

1. Setting the code:

This unit has 16 different code combinations. To set the code, perform these steps:

A. Setting the code on the TRANSMITTER:

- Remove battery cover. Press firmly below arrow and slide battery cover off.
- Slide code switches to your choice of ON or OFF position. Use a small screwdriver or ball point pen to slide each switch firmly up or down. (Fig. 1)

B. Setting the code on the RECEIVER:

- Slide code switches to the SAME POSITIONS as set on your transmitter. (Fig. 2)
- Replace battery cover on transmitter.

2. Installing Receiver in Mounting Bracket:

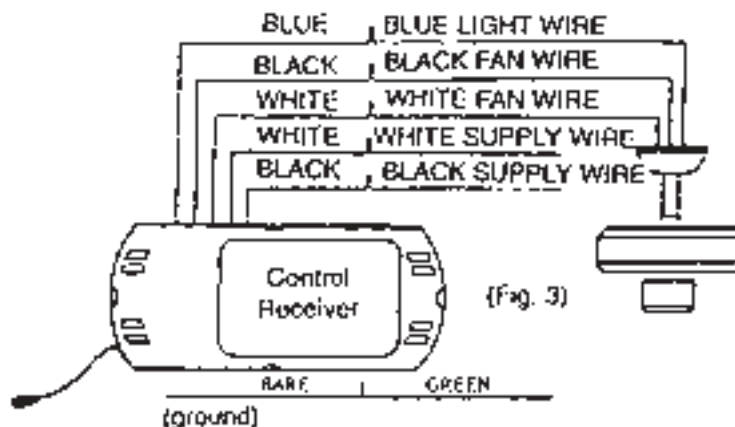
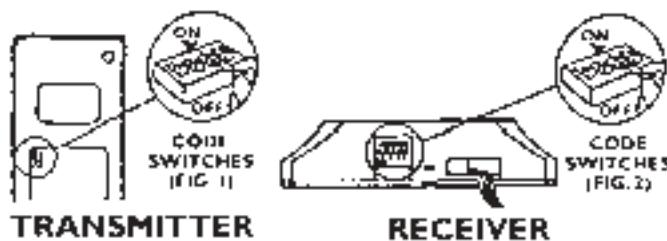
A. Safety precautions:

- Warning: High Voltage:** Disconnect source of electrical power by removing fuse or switching off circuit breaker.

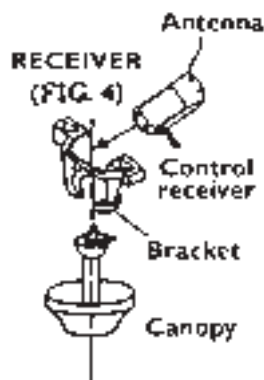
B. Electrical connections:

- Make connections as follows, using the wire nuts supplied (Fig. 3).
Connect GREEN ground wire to BARE (ground) wire.
Connect BLACK control unit wire to BLACK supply wire.
Connect WHITE control unit wire to WHITE supply wire.
Connect WHITE control unit wire (MOTOR N) to WHITE fan wire.
Connect BLACK control unit wire (MOTOR L) to BLACK fan wire.
Connect BLUE control unit wire (for LIGHT) to BLUE fan wire.

If wires are different in color, or you do not feel confident in wiring your fan yourself, have this unit installed by a qualified licensed electrician.



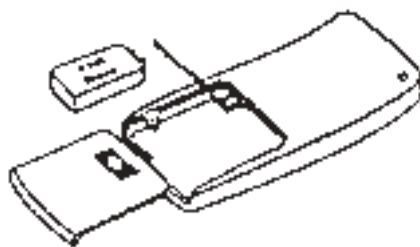
3. Push all connected wires up into junction box.
4. Lay the black antenna wire on top of the receiver and slide the receiver in the mounting bracket (Fig. 4).



5. Reinstall the canopy on the mounting bracket.

6. Operating transmitter:

- A. Install 9 volt battery (not included). To prevent damage to transmitter, remove the battery if not used for long periods of time.



- B. Store the transmitter away from excess heat or humidity.
- C. This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units such as garage door openers, car alarms or security systems. If you find that your fan and light kit go on and off without using your remote control, simply change the combination code in your transmitter and receiver.
- D. Operation buttons on the transmitter:
 - HI - for fan high speed
 - MED - for fan medium speed
 - LOW - for fan low speed
 - OFF - for fan speed off
 - LIGHT - for light brightness and off
 - The light function is controlled by pressing the light button. Hold button down to increase or decrease light. Tap button quickly to turn light off or on.
 - Keep pressing the button for more than one second, the light becomes dimmer and varies cyclically from dim to bright and back again.
 - The light button has auto return so it will stay at the same brightness as the last time it was turned off.

OPERATION:

1. Your fan can be operated from the remote control (if installed), giving you three speed choices and full dimming light control with auto return to the brightness level last set before the light was turned off. (See page 10 for remote control transmitter operation).
2. If using a wall mounted control instead of the wireless remote control, follow the operation directions supplied with the wall control. Most are 3-speed with light dimmer.

The slide switch on the top of the fan housing controls forward or reverse rotation. Make sure switch is not stuck between forward and reverse position.

IMPORTANT: To prevent damage to fan motor when changing direction of rotation, please be sure that fan is off and blades have stopped moving completely before attempting to change direction.

CARE AND CLEANING

Periodic cleaning of your new ceiling fan is about the only maintenance that is needed. Only use a soft brush or lint free cloth to avoid scratching the finish. **DO NOT** use water when cleaning your ceiling fan. It could damage the motor or the wood blades, and/or create the possibility of electrical shock.

NOTE: Periodically it may be necessary to re-tighten blade screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges and in fans with painted or high gloss blades.

NOTE: When dusting the blades, you must support the blade to prevent bending - no pressure should be applied to the blades. If you experience any flaws in the operation of your fan, please check the following points:

TROUBLESHOOTING - IN CASE OF DIFFICULTY

CAUTION: Switch off power supply before carrying out any of these checks.

1. If fan will not start: Check main and branch circuit breakers and/or fuses. Check line wire connections to fan. Make sure forward/reverse switch is set to one or the other position, not stuck in between.
2. If fan is noisy: Check and make sure that all screws in motor housing are snug (but not over tight). Check that the screws securing blades to the motor are tight. Check that all glassware is finger tight and that bulb(s) are well held in the sockets, if a light kit is used. Check that the canopy is firmly attached to hanging bracket and not vibrating against ceiling.
3. If fan wobbles: Check that all blades are firmly screwed into motor. Check to make sure that light is firmly attached and that all glassware and shades are fastened properly. Wobble can also result from even the smallest deviations in distance from blade tip to blade tip - if measurements from blade tip to blade tip are not equal, loosen screws connecting blade to motor one at a time and adjust blade(s) so that distances are equal. Interchanging adjacent blades may redistribute mass and result in smoother operation.